



AWARDS OF EXCELLENCE ENTRY FORM

Association Name: _____

Name: _____

Title: _____

Address: _____

Phone/Email: _____

I hereby enter the TNSAE Awards of Excellence competition in the following category:

- Association Program Excellence Awards (See Part A)
 - Membership Recruitment or Retention Program
 - Website
 - Membership Directory
 - Newsletter
 - Magazine/Journal
 - Annual Meeting, Conference or Tradeshow
 - Single Seminar Program
 - Coordinated Series of Seminars
 - Volunteer Recruitment
 - Special Event
 - Other (*does not fit in above categories*)
- Associations Advance Tennessee (See Part B)
- Associate Member of the Year (See Part C)
- Association Executive of the Year (See Part D)

Signature (must be signed by TNSAE member)

Date

Deadline & Submittal Details

This entry form must accompany each submission. All entries must be received by TNSAE by Friday, June 2, 2017. Please mail entries to:

TNSAE
Awards of Excellence
P.O. Box 150344
Nashville, TN 37215

Questions?

Contact TNSAE Executive Director, Jamie Compton
615/298-5944 or Jamie@tnsae.org



AWARDS OF EXCELLENCE ENTRY FORM

Part A—Association Program Excellence Awards

1. Official title of entry (include web site URL, if applicable).
2. When was this project/service implemented? Beginning date(s)? Ending date(s)?
3. What is your association's overall annual budget? (Under \$500,000 or over \$500,000)
4. In 50 words or less, please describe what sets this entry apart making it an award winning entry?
5. Needs Assessment
 - a. How was the need for this program/service identified?
 - b. How does this program/service address this need?
6. Logistics and Production
 - a. How was the program delivered to the target audience?
 - b. Provide details describing promotional materials and methods.
7. Budgeting and Finance
 - a. What were the financial goals?
 - b. Were the financial goals met?
8. Evaluation
 - a. What method(s) were used to evaluate the success of this program/service?
 - b. Provide evaluation summaries.

Rules and Entry Preparation

1. Nominee Entry Form Part A responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and five (5) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
 - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
4. If submitting an electronic copy of the entry, send the following to info@tnsae.org:
 - a. A MS Word document with one (1) original entry of the data form responses.
 - b. Any supporting materials, work samples, evaluation instruments, and other relevant materials that can be scanned. Other supporting material may be sent as noted above.
5. All entries become the property of TNSAE and will not be returned.
6. Previous nominees that have not won an award may be re-nominated. A new data form must be submitted.
7. Do not resubmit an entry in the same category in which you previously won an award.
8. Entries must have been implemented—or the majority of the planning and preparation occurred—during 2016.
9. Entry forms must be received by 5 p.m. on June 2, 2017. No extensions will be given.

Judging Criteria

1. The South Carolina Society of Association Executives Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. A maximum of one entry will be recognized for each category. The committee may choose to not name a recipient of the award for that year.
3. The recipient will be announced during the awards presentation at the TNSAE Awards Luncheon in July.

Nominees are required to register for the awards luncheon.

Tennessee Society of Association Executives

P.O. Box 150344
Nashville, TN 37215

T: 615/298-5944
F: 615/369-8098
E: jamie@tnsae.org

www.tnsae.org



AWARDS OF EXCELLENCE ENTRY FORM

Part B—Associations Advance Tennessee Award

1. Official name of the program/service:
2. What is your association's overall annual budget? (Under \$500,000 or over \$500,000)
3. In 50 words or less, please describe what sets this entry apart making it an award winning entry?
4. What were the activity's goals/objectives and how were they reached?
5. Describe the measurable success (outcomes) of the program and its benefits to the citizens of Tennessee.

Rules and Entry Preparation

1. Nominee Entry Form Part B responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and five (5) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
 - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
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Typical areas of activity recognized through this awards category:

Public Education and Information

Civic and Community Volunteer Activities

Skills Training and Professional Development

Ethical, Technical, or Professional Standards

Economic Development

Business and Social Innovation

Information and Knowledge Creation

Citizenship and Enhancing Democracy

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AWARDS OF EXCELLENCE ENTRY FORM

Part C—Associate Member of the Year Award

1. Nominee's name, and nominator's name (if not self-nominated).
2. List nominee's contributions to TNSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (45 points)
3. Provide the following information. (20 points)
 - a. Number of years as provider of products/services to associations.
 - b. Number of years with current employer.
 - c. Number of years as a TNSAE Associate member.
4. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.). List memberships, describe achievements, include positions held, honors received, etc. (20 points)
5. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (10 points)
6. Does nominee hold a professional designation such as CHSE, CMP, CHSP? (5 points)

Rules and Entry Preparation

1. Nominee Entry Form Part C responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and five (5) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
 - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
4. If submitting an electronic copy of the entry, send the following to info@tnsae.org:
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AWARDS OF EXCELLENCE ENTRY FORM

Part D—Association Executive of the Year Award

1. Nominee's name, and nominator's name (if not self-nominated).
2. List nominee's achievements during their association management career. Describe programs and activities that they have implemented that have enhanced the overall effectiveness and development of their employing association(s) and the field of association management as a whole. (45 points)
3. List nominee's contributions to TNSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (20 points)
4. Provide the following information. (10 points)
 - a. Number of years in association management.
 - b. Number of years with current association.
 - c. Number of years as a TNSAE Regular member.
5. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.) List memberships, describe achievements, include positions held, honors received, etc. (10 points)
6. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (10 points)
7. Is nominee a Certified Association Executive? (5 points)

Rules and Entry Preparation

1. Nominee Entry Form Part D responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
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3. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and five (5) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
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